

## Key Dates for 2012-2013 Performance Management Cycle

Agencies begin creating Performance Plans individually outside of **April 23, 2012 Edison for Executive Service Employees** Agencies begin Performance Planning discussions with **April 23, 2012 Preferred & Executive Service Employees** Performance Plans are complete for all employees using S.M.A.R.T. June 30, 2012 **Formula**  Performance Planning – applying S.M.A.R.T. formula Discussion of Expected Performance Standards Reviewer ensures relevancy, accuracy and thoroughness of Plans July 1, 2012 Performance cycle for 2012-2013 begins Rater observes employee performance relative to Performance Plan October 31, 2012 Interim 1 is due Rater conducts first Interim Review providing objective, constructive feedback November 1, 2012 Employee performs to Performance Plan and Interim 1 feedback Rater observes employee performance relative to Performance Plan February 28, 2013 Interim 2 is due Rater conducts second Interim Review providing objective, constructive feedback March 1, 2013 Employee performs to Performance Plan and Interim 2 feedback Rater observes employee performance relative to Performance Plan June 30, 2013 **Original Annual Review is due**  Rater conducts Annual Review July 31, 2013 **Extended Annual Review due date Rater conducts Annual Review** Finalized Cycle Completion Results distributed to Agencies and August 9, 2013 **Appointing Authority**